

FILED
RETURN TO

RECORDS SERVICES DIVISION
GENERAL SERVICES OFFICE
30 December 1953

MEMORANDUM FOR: Chief, General Services

SUBJECT: Area Records Officer, Office of Training

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1. In accordance with my recent discussion with Mr. [REDACTED] of your Office regarding the subject problem, we have designated Mr. [REDACTED] to act as Area Records Officer for the Office of Training. Mr. [REDACTED] has already been doing some work on this problem, particularly regarding the establishment of a filing system and related problems of getting obsolete records into Archives and vital documents to the OTR repository.

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2. We have asked Mr. [REDACTED] to coordinate this work closely with your Office and to seek your guidance in any matters about which questions may arise in the OTR.

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FOR THE DIRECTOR OF TRAINING:

[REDACTED]

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Executive Officer, OTR